



EMERGENCY CAREER SUBSTITUTE TEACHING PERMIT

This emergency permit authorizes the holder to serve as a day-to-day substitute teacher in any classroom, including preschool, kindergarten, and grades 1-12 inclusive. The permit is valid for one year. The holder may serve as a substitute for no more than 60 days for any one teacher during the school year. The holder may serve for only 20 days in a special education classroom.

Requirements for the Permit

Applicant must satisfy **all** of the following requirements:

1. Verification by the employer of **one** of the following:
 - a. three consecutive years of at least 90 days per year of day-to-day substitute teaching in the California school district requesting the permit
 - b. if the county office of education is responsible for the assignment of day-to-day substitutes for all of their school districts, three consecutive years of at least 90 days per year of day-to-day substitute teaching accumulated from one or more California school districts in the county requesting the permit
2. Statement of endorsement signed by the superintendent of the employing school district or county office of education that the applicant has served successfully in the district(s) and that the district(s) would allow the individual to substitute teach for up to 60 days for one teacher during the school year
3. Verification that the employing agency will make staff development activities offered to their regular teaching staff available to the permit holder

► *The three-year period must immediately precede the date of the application.*

Reference: Title 5, California Code of Regulations, Section 80025.1

Applying for the Permit

Applicants must submit their application packet through their employer. The packet must include **all** of the following:

1. Completed 41-4 application form
2. Completed 41-CIC and Livescan form (41-LS) or two completed fingerprint cards (if not previously submitted)
3. All required fees (See Fee Information form CL-659)
4. Documentation from the employing agency as described above*

Renewal

Applicants must submit their application for renewal through their employer. Applications submitted prior to the expiration date of the current permit are valid for one year beginning the date the current permit expires. Applications submitted after the current permit expires are valid for one year starting the date the application is submitted to the employing agency or CCTC. Renewal application packets must include **all** of the following:

1. Completed 41-4 or 41-Ren application form
2. Application fee (see Fee Information form CL-659)
3. Statement of continued endorsement from the superintendent of the employing school district or county office of education
4. Verification that staff development activities offered to regular teaching staff were made available to the permit holders*

*Form CL-505C may be used to verify the three years of teaching experience, the availability of staff development activities to the permit holder, and the endorsement from the superintendent. Verification of these requirements may also be submitted on letterhead paper if an employing agency chooses not to use form CL-505C.